

State of Alaska FY2010 Governor's Operating Budget

Department of Education and Early Development Archives Component Budget Summary

Component: Archives

Contribution to Department's Mission

To provide access to information and to preserve the history of the state.

Core Services

- **ARCHIVES:** This section identifies, preserves and makes available state and territorial government records of permanent value. Archives staff identifies archival records through an appraisal process. After they accession the material, staff arranges and provides description of these records to facilitate collection use. Staff also provide reference and research services for state and local government personnel, historians, researchers, and the general public who require access to the records.
- The records management program concentrates on the systematic creation, organization, maintenance and disposition of records. This section assists state agencies in files management, records retention scheduling and disposition. This includes assisting state agencies in determining the administrative, fiscal, legal, and historical values of records and in determining how long the records should be retained. This section ensures the periodic legal disposal of records.
- **CENTRAL MICROFILM SERVICES:** This section provides microfilm services for agencies throughout State Government. Microfilm and microfiche services are provided to state agencies as a management option for some state records. The service provides a cost effective option for maintenance and storage of records legally suited for microfilm or microfiche.

FY2010 Resources Allocated to Achieve Results

FY2010 Component Budget: \$1,117,000

Personnel:

Full time	10
Part time	0
Total	10

Key Component Challenges

The first and most important issue is the archives facility. It has serious structural flaws, and it is out of storage space for archival material. When constructed, the rear portion of the facility was built on hard rock; the front portion, on landfill. The front portion is torquing away from the rest of the building because pilings were not put down to bedrock. The only way to correct this problem would be to tear down the front portion and rebuild it with properly placed pilings. Moreover, the building is out of storage space. The building is in immediate need of earthquake-proofing which was scheduled for FY08, but not accomplished. This necessary work will disrupt ARMS services to the public for an estimated two-to-three month period.

In order to partially address the storage issue, a build-to-suit storage facility for the State Archives is under construction. It is expected to be ready for occupancy by mid-2009.

With a space problem at the Archives, the State Museum, and the State Library, a joint solution for a new building that combines all units has been developed. The State has purchased property adjacent to the Museum and it is large enough to accommodate the programs of the Archives, Museum and Library. The building project, designated SLAM (State Libraries, Archives & Museums) developed a needs assessment in FY08, but architectural plans and construction funds are yet to be appropriated. Increasingly, Archives and Management Services will need to pay for off-site storage for incoming historically valuable state records

A second critical issue is the minimal staffing of the Archives and Records Management Services. With increased workload and responsibilities due to the introduction of databases to oversee the documentation of record groups and collections and the increase in formats received, such as electronic records, it has become a challenge to both keep the facility open to the user and maintain control of the collection. The proliferation of state agency offices in Anchorage provides the additional challenge of assisting these offices while maintaining current service levels.

The third issue concerns the proliferation of electronic records. The Archives is concerned with issues relating to the informational content of electronic records. While information technology officials focus on technology and architecture of the state's computer systems, the Archives is focusing on access and the preservation requirements associated with electronic records-keeping systems and procedures. State officials need assistance in dealing with the legal and administrative requirements associated with current electronic records systems. Regulations regarding the Retention and Preservation of Electronic Records (4 AAC 59.005 - .065) took effect in October 2007.

A final challenge is to ensure that all state agencies know what their responsibilities are under law and whether or not they meet archives and records management policies/procedures regarding electronic records and email retention. Staff work continuously with agency personnel to educate them about these policies and responsibilities.

Significant Changes in Results to be Delivered in FY2010

There are no significant changes in the results to be delivered in FY2010.

Major Component Accomplishments in 2008

The State Archives continues to add and revise records information to a software program specifically designed to manage archival records (MINISIS). When fully implemented, it will be mounted on our website. Researchers and staff will then have access to descriptive data for records held in more than 20,000 cartons and archives boxes.

The State Archives continued to provide support to State Government and reference service, as available storage space continues to shrink and electronic demands continue to grow. The Archives provided leadership to the State of Alaska in local government records management and manuscripts preservation, both through the Alaska State Historical Records Advisory Board (ASHRAB), which the State Archivist coordinates and which manages National Archives grant monies in Alaska.

The State Archives transferred a growing number of records to offsite storage to make space for other more-used permanent records. ARMS has also delayed transfer of records from Anchorage to the Archives since no space is available in the present facility. During the reporting period the agency successfully answered, from permanent archival holdings, an increasing number of reference requests from state agencies, particularly from the Department of Law and the Regulatory Commission of Alaska.

The Archives has started a limited preservation microfilming program and has focused for the first time on appraisal as an initial step in records processing. In pursuit of this appraisal process, boxes of records determined to be not of historical value have been disposed of.

A recent, but overwhelming, challenge facing ARMS is the orderly management of electronic records. Since many of these records are never published in printed format (hard copy), ARMS began developing working relationships with each departmental division and agency records officers to plan for policies and procedures for electronic records.

The senior records analyst continues to serve on the Technical Advisory Group Exchange Archives Sub-Committee, which drafted an *Electronic Mail Retention & Records Policy* for the State of Alaska enterprise.

Statutory and Regulatory Authority

AS 40.21

4 AAC 49.005 - 4 AAC 49.070

Contact Information

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Archives Component Financial Summary

All dollars shown in thousands

	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	792.2	872.8	902.4
72000 Travel	12.0	21.9	21.9
73000 Services	106.6	125.7	129.7
74000 Commodities	19.3	63.0	63.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	930.1	1,083.4	1,117.0
Funding Sources:			
1002 Federal Receipts	4.3	40.0	40.0
1004 General Fund Receipts	825.0	953.4	983.5
1007 Inter-Agency Receipts	100.8	90.0	93.5
Funding Totals	930.1	1,083.4	1,117.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	4.3	40.0	40.0
Interagency Receipts	51015	100.8	90.0	93.5
Restricted Total		105.1	130.0	133.5
Total Estimated Revenues		105.1	130.0	133.5

**Summary of Component Budget Changes
From FY2009 Management Plan to FY2010 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2009 Management Plan	953.4	40.0	90.0	1,083.4
Adjustments which will continue current level of service:				
-FY2010 Wage and Health Insurance Increases for Bargaining Units with Existing Agreements	30.1	0.0	3.5	33.6
FY2010 Governor	983.5	40.0	93.5	1,117.0

**Archives
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2009</u> <u>Management</u> <u>Plan</u>	<u>FY2010</u> <u>Governor</u>		
Full-time	10	10	Annual Salaries	574,852
Part-time	0	0	COLA	22,999
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	304,643
			<i>Less 0.01% Vacancy Factor</i>	(94)
			Lump Sum Premium Pay	0
Totals	10	10	Total Personal Services	902,400

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Archivist II	0	0	2	0	2
Archivist III	0	0	1	0	1
Library Assistant I	0	0	2	0	2
Microfilm/Imaging Oper I	0	0	1	0	1
Micrographic Services Mgr	0	0	1	0	1
Records Analyst II	0	0	1	0	1
Records Analyst III	0	0	1	0	1
State Archivist	0	0	1	0	1
Totals	0	0	10	0	10